

Office of Legislative Oversight

Item 10 (b)

Prior to July, 2005, it does not appear that Development Review had any written procedures for checking plans submitted with building permits.

Building Permit Review Procedures (As of 7/29/05)

For permits that are governed by approved site plans, the following is required:

1. Make sure the permit application provides building height and setback information, which is certified by an engineer, as required by DPS.
2. The permit must have all setback dimensions shown on the plan(s).
3. Find the approved site plan and compare the permit drawings with the approved plans to make sure the building height, setback, building footprint, location, and other site features match.
4. Review the Planning Board opinions for the approved site plan and preliminary plan to find out if there are any approval conditions which limit issuance of building permits, such as completion of recreation facilities or road improvements. Do not release any permits if the necessary approval conditions have not been met.